

Request for Proposal

Barron County, Barron Wisconsin
For the Barron County Waste to Energy Facility
585 10 ½ Avenue, Almena, WI, 54805
July 2017

Mechanical, Electrical, Plumbing, and Municipal Solid Waste Recovery and Engineering Services **RFP #2017-01**

1.0 Introduction and Statement of Purpose:

The Barron County Solid Waste Board, (SWB), through the Barron County Department of Administration, County Administrator Jeff French, is issuing this Request for Proposal, (RFP), for the purpose of securing a competent, Mechanical, Electrical, Plumbing and Municipal Solid Waste Recovery and Engineering Services Company to work cooperatively with the County at the Barron County Waste to Energy Facility located 585 10 ½ Avenue, Almena, WI, 54805.

Please be aware that within the context of this RFP, “facility” also denotes the Barron County Recycling Center which is attached to the Waste to Energy Facility.

1.1 Abbreviations and Definitions:

BC or B/C;	Barron County
RFP;	Request for Proposal
WTE;	Waste to Energy Plant
SWB;	Solid Waste Board
ADA or ADAA	American’s with Disabilities Act or, American’s with Disabilities Act Amended
MERF;	Materials Recovery Facility

2.0 Brief History of BC WTE Facility:

1986:	Burn operations beginning in September
1990:	Upgrades to provide for compliance with ADA and a Materials Recovery Facility was added
2004 and 2005:	Additional heat recovery surface added to allow for more steam production and added a baghouse
2010:	New condensing turbine generator added.

Current capacity is 100 tons per day with the average on-line rate of at least one incinerator, 99%.

Approximately, 913,000 tons of garbage burned to date.

Plant electrical systems are at 277/480 volts, three-phase.

One combustion unit (new or existing) is to remain in service full time except for limited outage to make common equipment tie-ins and repairs as necessary to maintain plant on-line percentage.

It should also be noted the single primary steam purchaser is in the middle of a plant expansion and additional use of steam by this purchaser is unknown at this time.

3.0 Primary Goals of and for this RFP

The Barron County Solid Waste Board is desirous to work cooperatively with a competent engineering company to assist with various and sundry engineering functions at the BC WTE Facility. Staff at the WTE plant can fabricate and construct many of the necessary components however; there are times when the expertise of an engineer is necessary, for the mechanical, electrical and structurally sound construction of components within a WTE facility.

3.1 Background Information to Primary Goals:

Prior to June 27th, 2017 the BC WTE Facility was operated by a separate management company which provided engineering services to the Facility however, beginning on the above date the Plant is now being operated by County employees therefore, the need to request technical engineering assistance.

4.0 Brief Description of Goal Attainment:

Goal attainment shall be achieved on an individual, project by project basis.

5.0 Target Audience:

Not specifically applicable to this RFP because engineering services will be provided in a manner to complete specific projects requested at the WTE Facility, by WTE Management Staff. However, it should be pointed out once engineering services are paid for by the County the information provided by the consulting engineer may be considered a public record and therefore available under an open records request.

6.0 Expectations:

It is expected the successful firm will begin work in 2017 or 2018 depending on the overall timeline as determine by the County Administrator and upon recommendation to the Solid Waste Board. Further it is anticipated this RFP will result in the awarding of a multi-year contract. A second expectation is the successful firm will quote to WTE management the engineering costs for specific projects requested by WTE management, on a project by project basis. It is the County's desire to have engineering costs be quoted and billed to the County in such a way the County can determine the overall and total project costs on an individual project basis, working cooperatively with a competent engineering firm.

7.0 General Specifications

The following general specifications outline the possible work standards and code compliance that may be applicable to the work product expected from the successful engineering firm and this is based upon the needs for the individual project(s) requested and the accompanying requirements thereto.

7.1 Pre-design evaluation

Cost estimating/condition surveying and reporting
Schematic design
Design development
Contract documents
Bidding/award
Construction administration
Commissioning

7.2 The Consultant may be required to:

1. Review existing drawings, plans and actual conditions and advise the County on issues of concern in regards to design, equipment selection, material selection, cost estimation as well as cost, (life-cycle), analysis:
2. Provide schematic design and design development, bid documents, if necessary, and a

detailed cost estimate at each phase which may include

- a. Attendance at coordination meetings
- b. Provide progress prints/cost estimates, (labor and materials), at appropriate intervals
- c. Included elevations of exposed mechanical or electrical units, and/or three dimensional renderings, as requested
- d. Provide architectural design drawings which shall include all components and accessories
- e. Assist in the bidding phases as requested by the County
 1. Attend pre-bid and pre-construction meetings
 2. Answer questions/clarifications and claims for extra costs
- f. Review and evaluate submittals and claims for extra costs
- g. Inspect the construction site and actively participate in on-site construction meetings. Advise the County regarding interpretations of contract documents and payments to contractors, and
- h. Conduct and assist the County for substantial completion by preparing a punch list and conducting a final inspection

8.0 Detail of possible phases of a project:

The Consultant being selected through this Request for Proposal process will enter into an agreement with the County of Barron to provide engineering services related to projects at various stages from pre-design to post-construction. The level of service requested will vary based on the scope of any given project.

Detail/Phases:

The attributes outlined in this section are considered all encompassing by the County and the individual attributes contained herein may not be applicable to all requests for engineering services requested in connection with this RFP.

8.1 Pre-Design Evaluation

Consult with the County and other necessary and appropriate government units, utilities, organizations, and persons in order to ascertain project requirements and review the program prepared by the County, recommending any necessary revisions.

8.2 Cost Estimating / Condition Survey and Report

Investigate, analyze and measure the existing facilities to the extent necessary to determine the information necessary for project work. Measure and verify floor plans and equipment locations in the existing building. Review existing system replacement studies (if applicable), analyze building components, heating/cooling load requirements, County floor plans and drawings (as available) and make system recommendations. Prepare drawings and a report summarizing existing facilities and their condition.

Prepare probable construction cost estimates to assist the County in the preparation of Capital Improvement Program requests for internal use. As part of the investigation, identify and document issues pertaining to any future project (accessibility, operations impact, etc.). Assist in the identification of grant or alternate funding opportunities including preparation of documents required for compliance at request of the County of Barron.

8.3 Schematic Design

Upon receipt of written notification to proceed, prepare schematic designs for review and approval by the County. The schematic drawings shall show project design features. A detailed cost estimate separating labor and materials shall accompany the schematic drawings for each design option developed. Life-

cycle cost estimates to be provided upon request. Advancement to next design phase pending County review of report, comments and Notice to Proceed.

8.4 Design Development

After the approval of the final schematic design submission, the County shall issue a written order to proceed with the Design Development phase. Submit detailed design drawings showing the general design, outline specifications, revised cost estimates, material cut sheets and material selection. If alternate layouts, design, work items and materials exist, the alternatives are to be prioritized with a recommendation of the best alternative with selection rationale outlined.

Provide architectural design drawings which shall include all components and accessories, including system elevations (when applicable) in relation to project. Prepare a list of all permits, licenses, review, and approvals as required. Advancement to next design phase pending County review of report, comments and Notice to Proceed.

8.5 Contract Document

Perform the final design and the preparation of detailed contract documents in accordance with applicable Local, County, State, and Federal regulations (“codes”) for all elements of work including architectural plans, custom details, phasing plans and structural and/or engineering modifications, as needed. Provide design progress reviews with the County and other authorities as required (typically at 50% and 95% completion).

Provide progress prints, specifications and revised cost estimates at specified intervals for the County’s review and approval as deemed necessary by the County.

Provide for approval by the County, the Contract Documents including bidding forms, the Contract Agreement, and General Conditions, using standard County Contract Conditions, project specifications and working drawings for the Project. The Bid Documents are to conform with County Standards wherever applicable.

Provide to the County, assurance that all permits, licenses, reviews and approvals by regulatory and oversight bodies has occurred prior to construction beginning and where necessary on any project requested by the County.

8.6 Bidding / Award

The Consultant is to assist the County in pre-bid and pre-award meetings, obtaining bids, and reviewing and recommendation awards, evaluating alternate bids, and preparing a construction contract, as well as:

Assist in the evaluation of product systems substitutions. Prepare addenda for County advertisement/issuance.

8.7 Construction Administration

Provide during the construction contract to be entered into by the County for the construction of the project, to the satisfaction of the County, periodic architectural consultant services to verify adherence to the design and to assist in the administration of the construction until final completion and acceptance by the County.

Conduct a preconstruction conference after receipt of a written request to do so from the County. Such preconstruction conference shall include at least the Consultant, or its authorized representative, the contractor(s), authorized representatives of the County, as well as representatives of any other public or private agencies which the County determines should be in attendance. At the preconstruction conference, the Consultant shall:

Observe that all necessary permits and licenses have been obtained prior to work commencement.

Raise for discussion and decision the manner in which the construction will be administered by itself and the County, the scheduling of construction, and any and all other issues or questions which in the opinion of the Consultant or the County must be settled before the start of construction. Before convening the preconstruction conference, the Consultant shall confer with an authorized representative of the County concerning the agenda and who is to attend.

Prepare and distribute minutes within a specified time following the meeting.

Throughout all Phases, prepare and update on an interval that is mutually agreed upon, an Estimate of Construction Cost consistent with the County's funding requirements in a format acceptable to the County. The Estimate of Construction Costs shall document approved change orders (CO's) and any and all anticipated changes to the construction cost on an individual prime contract basis and indicate contingency balance.

Recommend necessary or desirable changes (additions and credits) to the County, review requests for changes, assist in negotiating Contractor's proposals, submit recommendations to the County. If they are accepted, review change orders for the County's authorization. There shall be no change in the scope of the work or in materials specified by the Consultant until approval for such change has been given in writing by the County.

Determine, base on the Consultant's inspections and the contractor's applications for payment, the amount owing to the contractor and will issue certificates for payment in such amounts. By reviewing and approving a certificate for payment, the Consultant will also represent to the County that, to the best of its knowledge, information, and belief, based on what its observations have revealed, the quality of the work is in accordance with the Contract Documents. Review and make recommendations to the County on any claims received from contractors.

Make visits to the job site (at a frequency dictated by specific project) for the purpose of clarifying or interpreting any phase of the work and monitoring job progress, where necessary and/or requested. Conduct and attend on-the-job field meetings (at a frequency dictated by specific project) to review procedures, progress, scheduling, contractor compliance and other issues. Provide and distribute minutes of these meetings to the County and to parties designated by the County within a specified time period. Where field condition differs from contract documents or disputes arise, the Consultant shall resolve issues satisfactorily to the County.

Issue punch list(s) and re-inspect as necessary, coordinate warranty submissions with manufacturers. Following the contractor's completion of the punch list, conduct final inspections in conjunction with the County. The Consultant shall create a "closeout" checklist for each contract and shall monitor the closeout process as part of the Certificate of Substantial Completion of the work. The approval of the County, or other Agency approvals, shall be required as a condition for the acceptance of the work by the County.

Furnish to the County of Barron, based on marked up prints, drawings and other data furnished by the contractor, a set of reproducible drawings showing all construction (elements/systems) as actually built. Provide the County with AutoCAD files in a format acceptable to the County and one set of reproducible drawings. Secure and transmit to the County all required guarantees, affidavits, releases, bonds, and waivers and other closeout documents.

8.8 Commissioning

The Commissioning agent will develop and coordinate the executions of the testing plan, observe and document performance of the improvements, system integration and functionality in accordance with the documented design. This shall include testing and observing the operation and function of all

components and controls involved in the new systems, including an assessment of responsible parties for correcting any problems and errors in the system.

The agent will also review submittals, and start up procedures, witness testing of selected pieces of the system, oversee training and system documentation and review, and approve Operation and Maintenance Manuals for the contractor for completeness. The agent will provide the County a written Final Commissioning Report.

9.0 **Agreements:**

The County's intent to retain an engineering firm with the qualification and staff resources necessary to both perform comprehensive assessments of existing systems as requested and develop a long term replacement program. The engineering services agreement will have an initial term of three (3) years with a provision for seven (7) yearly renewals for a maximum of ten (10) years.

Payment for services is anticipated to be on the basis of an approved hourly rate schedule, or lump sum, or a not to exceed amount as determined and authorized by the County with the magnitude of engineering services anticipated to vary by project. The County may request a fee proposal prior to commencing any approved project.

10.0 **GENERAL REQUIREMENTS**

1. The consultant's firm, including principals, project managers, and key personnel shall have relevant experience with similar work and shall be competent to perform the services required under this RFP.
2. The work contemplated is professional in nature. It is understood that the consultant, acting as an individual, corporation, or other legal entity, is of professional status, and is licensed, as appropriate, to perform in the State of Wisconsin, and shall be governed by the professional ethics of said professions in its relationship to the County of Barron.
3. It is understood that all reports, information, or data prepared or assembled by the consultant shall be confidential in nature and shall not be made available to any individual or organization, except the County of Barron, without prior written approval by the County of Barron.
4. The consultant shall be financially solvent. The County reserves the right to request information to determine solvency.
5. The consultant shall be responsible for complying with local, state, and federal codes, legislation procedures, and regulations affecting work in their professional area.

11.00 **BID SUBMISSIONS**

Proposals will be evaluated on the basis of all information provided. To evaluate capability for completing the work as outlined in this RFP, each proposal should provide detailed responses to each of the following requirements as listed here:

1. **Company Overview and Qualification**
 - a. Name, address, telephone number, and email address of each participating firm
 - b. Name and addresses of each firm's principal officers
 - c. A description of each firm's technical capabilities and areas of expertise
 - d. A descriptions of the firm's ability to provide the service level as outlined and requested in this RFP.
 - e. A description of the firm's experience and expertise in the area of municipal solid waste recovery and the turning of MSW into energy and in the area of recycling.
 - f. A description of similar projects completed by the firm within a 300 mile radius of Barron, Wisconsin. Include the name and telephone number of a reference person from the contracting organization who can be contacted for reference

- g. A description of how the project will be managed: who will do the work and the role the various members of a multi-disciplinary consortium will play in the design process. Include a summary of the firm's understanding and experience in coordinating projects with regulatory and other governmental agencies.

12.0 Review of Plant:

There will be a plant walk through on Friday October 13th, 2017 from 8am to 12noon, at the Barron County Waste to Energy Facility, located at 585 10 ½ Avenue, Almena, WI.

13.0 Mandatory RFP Meeting:

There will be a mandatory meeting for all RFP recipients at the Barron County Government Center, 335 East Monroe Avenue, Barron WI 54812, RM 2151 on Friday October 13th, 1pm. The purpose of this meeting is to review and discuss this RFP along with taking any questions. Any firm which does not attend this mandatory meeting shall not be allowed to submit an RFP. Furthermore attendance at the meeting does not guarantee any firm attending will be offered to submit an RFP nor does it guarantee the awarding of a contract.

14.0 Oral Presentation and Selection of Firm by Solid Waste Board

The Solid Waste Board, at their discretion, may select up to three firms to be interviewed, with an interview format of 1 hour, 30 minutes presentation by firm, 30 minutes questions from the SWB. All interviews will be held on one single day and the three firms selected by the SWB will be notified in advance by the County Administrator.

14.1 It is anticipated the Solid Waste Board will make the final selection of an engineering firm in January, or February of 2018.

15.0 Questions and Distribution of Additional Information:

General questions received from any firm after the Mandatory RFP meeting shall only be in the form of an email addressed to County Administrator French at jeff.french@co.barron.wi.us. All questions and accompanying responses will be shared with all other firms by CA French as much as is practically feasible. All proposers shall maintain an email address of their staff contacts.

16.0 Operational and Plant Specific Questions:

Operational and questions specific to the plant and its' operating capacities and abilities and, etc., shall only be in the form of an email directed to Mr. Ray Zeman, Interim Barron County Solid Waste Director, ray.zeman@co.barron.wi.us. All questions and accompanying responses will be shared with all other firms by Mr. Zeman as much as is practically feasible. All proposers shall maintain an email address of their staff contacts.

17.0 Right to Refuse and Final Determination:

Barron County reserves the right to refuse any proposal for any reason. The County shall not be liable for any pre-contract costs incurred by interested firms participating in the selection process. All decisions of the Solid Waste Board in selecting a feasibility study proposer are final.

18.0 Details of Cost Breakdown for Firm Services

The cost proposal will provide a breakdown by individual personnel who are anticipated to be working on projects requested, by hourly billing rate, costs per person, and the firm's standard overhead rate, applied to the individual cost bill. The cost proposal shall also provide anticipated cost increases over a five year succeeding period. This example does not preclude the successful firm from proposing a lump sum, or not to exceed amount for an individual project. At its' discretion, the County reserves the right to request, a costing proposal, for an individual project, that is lump sum or not to exceed.

Example #1:

<i>Person:</i>	<i>Hourly Rate</i>
Jim Smith; Senior Mechanical Engineer	\$185.00/hour
Linda Smith: Office Personnel	\$ 95.00/hour
Firms Standard, per job billing rate:	5% additional charge-add on
Copies, phone calls, etc.,	Billed at cost

Example #2:

Yearly cost increases shall be as follows:

Year 1:	Quoted billing rate
Year 2:	2% increase
Year 3:	Etc.

Barron County's expectation is the successful firm will work cooperatively, at all times, so as to minimize the engineering fees requested in connection with this RFP and the accompanying individual projects. Furthermore, the County expects that relevant and timely suggestions on how to save engineering costs and overall individual project costs will be made by the successful firm, to the County, so as to effectuate this requirement.

19.0 Proposal Details:

Firms wishing to be considered shall provide in their RFP proposal information on how they plan to meet the County's individual project requests because of the varied nature of possible projects. A firm may be disqualified by submitting an RFP which contains superfluities and/or unnecessary information within their RFP.

20.0 Proposer Firms Selection Criteria:

Costing: 25%

(individual cost breakdowns of and for staff)

Knowledge Skills and Ability of Proposing Firm: 30%

(overall what is the KSA's of the proposing firm, past engineering work, depth of knowledge in this field)

Profile of Staff: 25%

(individual profiles of staff anticipated to work on BC projects)

Thoroughness of responses to RFP Contents: 20%

(completeness in answering RFP, without being overly burdensome)

21.0 Proprietary Information:

Proprietary information contained within the proposer firms' RFP shall be clearly marked as such.

Barron County will work as much as practical to prevent the distribution of confidential data but Barron County makes no guarantees that it can protect this type of information from an Open Records Request.

22.0 RFP Submittals

RFP Submittals are due Friday December 1st, by 12 noon, in paper form, three copies, along with an electronic copy, to be contained on a memory stick/thumb drive, to:

Jeffrey S. French

Barron County Administrator

335 East Monroe Avenue, RM 2134

Barron WI 54812

715-537-6841

Jeff.french@co.barron.wi.us

23.0 RFP Opening & Rating(s):

Engineering RFP's shall be opened by the Administrator and such staff as he deems appropriate at 1pm on December 1st, 2017. No questions shall be taken from Proposers on this date and time.

The Solid Waste Board along with the County Administrator, Corporation Counsel, Hwy Commissioner, and Interim Solid Waste Director shall attach ratings to the RFP's as the SWB determines appropriate.

Furthermore, the County Administrator shall have sole discretion to assign County staff to work on this RFP. The successful proposer shall be notified by the County Administrator as soon as practical after the SWB renders their decision. The Firm selected shall have 15 days, after notification, to develop a contract, for submission to the Administrator for approval.

24.0 RFP Contact Points:

Mr. Jeffrey S. French – Barron County Administrator 715-537-6840,

jeff.french@co.barron.wi.us

25.0 Projected Timeline:

2017 – July	Drafting of RFP
2017 – August	Approval of RFP by SWB
2017 – August	Final Review of RFP by BC Staff
2017 – September	RFP Distributed to Engineering Firms
2017-10-13	Plant Walk Through
2017-10-13	Mandatory RFP Meeting
2017-12-1	RFP Submittal Due to BC Administrator
2017-12-1	Opening of RFP Submittal
2017 – December	Staff Review and Recommendation of RFP's
2018 – January	Selection of Engineering Firm by SWB
2018 – January	Review of Engineering Contract by BC Corporation Counsel Office

The above timeline represents, a best, or good faith effort by the B/C SWB, this timeline may change based upon unforeseen or uncontrollable circumstances.

26.0 Records Retention:

It is expected that once the County has paid the appropriate engineering bill(s) that all documents prepared by the engineering firm will become the property of Barron County. Transfer of engineering schematics, design drawings etc., will be forwarded to the County in paper and electronic PDF form, or another electronic form mutually agreed upon by both parties.

27.0 Disputes:

Any disputes arising between the successful firm and the County shall be settled in this order:

- #1. Meeting with County Administrator, Corporation Counsel, County Solid Waste Director
- #2. Meeting with Solid Waste Board
- #3. Mediation

27.1 Negotiation:

County and Engineering Firm agree to negotiate all disputes between them in good faith for a period of 60 days from the date of notice prior to exercising their rights under the dispute resolution provision below or other provisions of this Agreement, or under law.

27.2 Mediation:

If direct negotiations fail County and Engineering Firm agree that they shall submit any and all unsettled claims, counterclaims, disputes and other matters in question between them arising out of or relating to this Agreement or the breach thereof to mediation in accordance with the Construction Industry Mediation Rules of the American Arbitration Association effective on the date of this Agreement prior to exercising their rights under law.

28.0 Use of other Consultants or Engineers:

Nothing in the acceptance or contracting with the successful firm shall prevent Barron County from seeking other outside professional advice for consulting or engineering services.

29.0 Compliance with all Applicable Federal and State Solid Waste Disposal Laws and Regulations:

Notwithstanding the other points and attributes contained within this document the successful engineering firms agrees and understands their work on the BC WTE Facility shall at all times be in compliance with all Federal and State regulations governing a municipal solid waste incinerator and recycling center and that at any time upon which they believe the facility will not be in compliance they shall immediately notify the County.

30.0 Additional Scope of Work and Services:

Notwithstanding the other points and attributes contained within this document the successful engineering firms agrees to and understands they **may** also be selected to work on Air Compliance Standards, Flow Control Ordinance, and other Municipal Solid Waste Recovery, and Recycling projects as authorized by either the BC Solid Waste Board or the County Administrator and that by accepting these additional duties their normal and customary rate schedule shall apply as applicable to this RFP and the accompanying service contract.

31.0 Governance of Law:

This RFP plus the accompanying approved engineering contract shall be governed by Wisconsin Law.

Original Draft:
2017-July

Updates:
2017-8-4, 2017-8-8, 2017-8-9

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